

APPLICATION PROCESS

Application Review

- Pre-application- checklist;
- Complete application with supporting documents.

Please note the application review will be delayed for incomplete applications.

Approval Process

Staff will facilitate the following process:

- Property inspection
- Preparation of the Work Description and Bid Proposal forms;
- Grant Agreement and Construction Contract
- Issue Notice to Proceed;
- Home repair inspections;
- Direct invoice payments to contractor(s)
 - all work is inspected and approved prior to payment release.

Applicant is responsible for the following:

- Complete application with supporting documents.
- Applicants are responsible for obtaining three written estimates. Contractors are required to be licensed, bonded and insured.
- Document review in a timely manner: Work Description, Bid Proposal, Grant Agreement, Construction Contract, and other documents as applicable.
 - Process will be delayed when documents are not reviewed within the review period.
- Complete cooperation with the contractor, inspectors, and City staff.

***Prior to authorizing any work, the City must pre-approve the contractor**



CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT

HOUSING DIVISION

EMERGENCY REPAIR PROGRAM



City of Upland, Development Services

Housing Division

460 N Euclid Avenue

Upland CA, 91786

909-931-4300



PROGRAM INFORMATION

The Emergency Repair Program (ERP) provides a grant for home repairs to single-family homes, townhomes, condominiums, and mobile homes. The grant is available to income eligible homeowners who live within Upland city limits. Funding is available on a first come, first serve basis.



MAXIMUM GRANT AMOUNT

\$25,000

The ERP provides the following grants:	
\$15,000	Home Repair Grant
\$5,000	Accessibility Grant (ADA Improvements)
\$5,000	Program match (dollar-for-dollar homeowner match up to \$5,000)

ERP provides a home repair grant for health and safety repairs from an approved list.

*Immediate or exigent repairs to the structural, mechanical, plumbing, electrical or code violation items within the home will receive priority assistance.

The accessibility grant is provided for ADA purposes; accessibility improvements for disabled adults, seniors 62 years and older or retired veterans with mobility constraints.

ELIGIBILITY REQUIREMENTS



To qualify for the program applicants must:

- Be owner-occupant of a single family home, mobile home, town home or condominium
- Live within the Upland City limits
- Have a total maximum household income of 80% or below the Area Median Income (AMI). See table below showing 2022 adjusted incomes by family size.

***Tenants are NOT eligible to apply for this program.**

2023 HUD INCOME LIMITS	
No. of Household Members	Low-Income (80% AMI)
1	\$52,200
2	\$59,650
3	\$67,100
4	\$74,550
5	\$80,550
6	\$86,500
7	\$92,450
8	\$98,450

Source: CDBG-HUD Income Limits Eff 06/01/2023

FREQUENTLY ASKED QUESTIONS

What Improvements are allowed?

Code violations; plumbing systems (i.e., leaking, inoperative or broken water fixture, drain and water heater); weather proofing (i.e., leaking roof, broken doors and windows); cooling/heating (inoperative HVAC systems, winter heating and summer cooling); accessibility (ADA improvements); other health and safety repairs determined by Program staff.

What improvements are NOT allowed?

General maintenance items; luxury items, repair work requiring temporary relocation .
(unless the applicant voluntarily relocates without monetary reimbursement from the City)

What if I have unpermitted structures?

Structures must be permitted or demolished before the City can assist with repairs. Applicants also have the option to use program funds to demolish structures as determined by program staff.

How often Can I apply?

Homeowners are eligible to apply once every eight (8) years from the last date of assistance.

How do I Apply?

Program funds are limited, contact program staff for availability of program funds and checklist of required documents.

www.uplandca.gov/housing-programs

**For more information contact the
Housing Division at: 909-931-4300**